SIXTH ANNUAL REPORT

TO

THE COUNCIL OF THE CITY OF MANCHESTER,

ON THE WORKING OF THE

PUBLIC

FREE LIBRARIES.

JANUARY, 1859.

MANCHESTER:
CAVE & SEVER, PRINTERS, PALATINE BUILDINGS, HUNT'S BANK.
1859.

CONTENTS.

Page.

Business Embraced 3

Number of Days open :—

Chief Library and Branches 3

Number of Volumes belonging to the Library in all Departments 4

Aggregate Issues in 1857 and 1858 4

" for each year since the Library was opened 4

Monthly Issues from the Reference and Lending Departments, Chief Library, with the daily averages for each month, 1857-58 5

Particulars of the several Departments :—

I.—The Reference Department.

i. Classification of the Monthly Issues from the Reference Department 6

ii. Classified Summary of Issues Annually from the opening 6

iii. Specifications of Patents.

(1) Number of Specifications now in the Library 7

(2) Number of References to Specifications of Patents, and the subjects referred to, 1856-57 and 1857-58 7

II.—The Lending Library.

i. Classification of the Issues for the year ending 5th Sept., 1858... 8

ii. Summary of Admissions to the Lending Department, Chief and Branch Libraries 9

iii. Sale of Catalogues, Chief and Branch Libraries 9

iv. Volumes worn out and injured 10

v. Newspapers supplied 10

III.—The Branch Libraries.

A. *Hulme Branch.*

i. Classification of the Monthly Issues since the opening 11

ii. Newspapers and Periodicals taken 11

iii. Number of Visitors to the Newsroom and Borrowers from the Lending Library 11

B. *Ancoats and Ardwick Branch.*

i. Classification of the Monthly Issues since the opening 12

ii. Newspapers and Periodicals taken 12

iii. Number of Visitors to the Newsroom and Borrowers from the Lending Library 12

C. *Rochdale Road Branch.* 13

Donations 13

Appendix—Rules and Regulations 15

MANCHESTER PUBLIC FREE LIBRARIES REPORT.

The Public Free Libraries Committee submit to the Council their Sixth Annual Report, which includes the proceedings of the Chief Library at Camp Field, for the year ending the 5th September, 1858, and the operations of the Hulme and of the Ancoats and Ardwick Branch Libraries from the date of their respective openings to the same period.

Days Open: Chief Library and Branches.—The Branch Libraries at Hulme and at Ancoats were opened respectively on the 23rd November and the 7th December, 1857. Up to the 5th of September last the Hulme Branch Library had been open for 233 days, and the Ancoats and Ardwick Library for 225 days. During the year the Chief Library was open for 296 days, and the full year is thus accounted for :—

	Days.
Sundays (the Library year commenced and closed with Sunday, both days inclusive)	53
Closed for Cleaning and Stock-taking, three days at each date; on the 25th November, 24th February, 26th May, and 24th August	12
Humiliation Day (October 7th, 1857), Christmas, New Year's Day, and Good Friday—closed	4
Library open	296
	365

TOTAL STOCK OF BOOKS.

The following Tables, the result of a careful stock-taking, show the number of volumes under the charge of the Public Free Libraries Committee.

TABLE I.

Number of Volumes, Classified, in the Chief and in the Branch Libraries.

CLASS.	In Reference Library.	In Chief Lending Library.	In Hulme Branch Library.	In Ancoats and Ardwick Branch Library.*	Totals.
I. & II. Theology and Philosophy	1,427	299	88	126	1,940
III. History	8,557	3,763	1,310	1,760	15,390
IV. Politics	4,985	713	44	55	5,797
V. Sciences and Arts	1,943	749	349	447	3,488
VI. Literature and Polygraphy	6,643	4,857	2,058	1,847	15,405
Specifications of Patents	1,646	...	...	...	1,646
Totals	25,201	10,381	3,849	4,235	43,666

* A large number of the more bulky volumes at the Ardwick Branch are numbered and catalogued for division into *parts* when re-bound; in the above return they are dealt with as if already divided.

TABLE II.

Total Number of Volumes in all the Departments.

	Volumes.
Total Classified Volumes brought down	43,666
Sundry Volumes not yet Classified or placed on the shelves	1,778
Bought and ready for Rochdale-road Branch Library, now deposited at Camp Field	2,401
In the hands of the Binders	154
Grand Total	47,999

AGGREGATE ISSUES.

The following Tables show the Aggregate Issues for the past as compared with the preceding year, and also for each year from the opening of the Library :—

TABLE III.

Aggregate Issues from all the Departments for the Years ending 5th September, 1858 and 1857, respectively.

	Volumes Issued.	
	1858.	1857.
To Readers in the Reference Department, Camp Field ...	122,772	101,991
" Borrowers from the Lending ditto ditto ...	98,351	96,117
" ditto Branch Libraries	88,187	not open
	309,310	198,108

From this Table it will be seen that the Aggregate Issues of the past exceed those of the preceding year by no fewer than 111,202 volumes, or about 56 per cent.; chiefly owing to the opening of the two Branch Libraries. There is, however, a steady and satisfactory progress at the Chief Library itself.

TABLE IV.

Aggregate Issues for each Year since the Library was opened.

Years.	Issues at the Chief Library.		Issues at the Branch Libraries.	Aggregate Issues.	Average Daily Issues.
	In the Reference Department.	In the Lending Department.			
	Vols.	Vols.	Vols.	Vols.	Vols.
1st Year, 1852-53	61,080	77,232	.....	138,312	455
2nd " 1853-54	64,578	77,767	.....	142,345	478
3rd " 1854-55	66,261	81,321	.....	147,582	495
4th " 1855-56	70,770	85,783	.....	156,583	522
5th " 1856-57	101,991	96,117	.....	198,108	666
6th " 1857-59	122,722	98,351	88,187	309,310	747*
	487,402	516,571	88,187	1,092,210	

* The daily average of 747 relates, as in the preceding statements, to the Chief Library only; the days open not being coincident in the cases of the Branch Libraries, the average daily issues at which are stated elsewhere in this report.

The Aggregate Issues from the Reference and Lending Departments of the Chief Library exceed, as will be seen, those of the preceding year by 23,015 volumes. Of this increase, 20,781 volumes have been issued in the Reference Department, and 2,234 in the Lending Department. This is an increase of about 11⅔ per cent. on the total issues at the Chief Library; of about 20⅓ in the Reference Department, and 2⅓ in the Lending Department.

TABLE V.

Monthly Aggregate Issues from the Reference and Lending Departments, Chief Library, with Daily Averages of the Monthly Issues.

Month.	Vols. issued from Reference Department.	Vols. issued from Lending Department.	Aggregate No. of Vols. issued in each Month.	Daily Average for the Month of the Aggregate Issue.
[1857.]				
September 6—30	8,647	6,736	15,383	732
October	12,305	9,970	22,275	857
November	10,895	8,407	19,302	877
December	13,381	10,863	24,244	932
[1858.]				
January	14,921	11,030	25,951	1,038
February	12,530	7,390	19,920	949
March	12,655	9,754	22,409	830
April	7,778	7,167	14,945	598
May	7,196	5,850	13,046	567
June.....	6,605	6,496	13,101	504
July	7,612	7,249	14,861	550
August.....	6,573	5,419	11,992	521
September 1—5	1,674	2,020	3,694	924
				mean average
	122,772	98,351	221,123	823

The average number of volumes on the shelves in the Reference Department, during the past year, is estimated at 24,500, so that each volume, on an average, has been used about five times. In the Lending Department, the average number of volumes on the shelves, during the same period, is computed at 9,500, so that each volume has, on the average, been taken out above ten times.

PARTICULARS OF THE SEVERAL DEPARTMENTS.

I.—THE REFERENCE DEPARTMENT.

TABLE VI.

Classification of the Issues from the Reference Department, for the Year ending September 5th, 1858.

Sixth Year. 1857-58.							
Month.	I. Theol.	II. Philos.	III. History.	IV. Politics.	V. Sciences and Arts.	VI. Literature and Polygra.	Aggregate Issues.
[1857.]							
September 6—30..	253	118	2,136	2,151	775	3,214	8,647
October	417	153	2,524	3,272	978	4,961	12,305
November	384	183	2,349	2,286	1,088	4,605	10,895
December	325	243	3,042	2,972	1,146	5,653	13,381
[1858.]							
January	339	189	2,869	4,589	1,132	5,803	14,921
February.....	225	184	2,627	3,601	1,007	4,886	12,530
March.....	261	165	2,424	3,009	1,218	5,578	12,655
April	205	94	1,489	2,069	803	3,118	7,778
May	204	84	1,313	2,136	670	2,789	7,196
June	277	108	1,224	1,145	675	3,176	6,605
July	271	101	1,274	2,275	695	2,996	7,612
August	200	107	1,145	1,821	615	2,685	6,573
September 1—5...	34	22	226	807	120	465	1,674
	3,395	1,751	24,642	32,133	10,922	49,929	122,772

TABLE VII.

Classified Summary of the Annual Issues in the Reference Department.

Class.	Vols. issued in the First Year. 1852-3.	Vols. issued in the Second Year. 1853-4.	Vols. issued in the Third Year. 1854-5.	Vols. issued in the Fourth Year. 1855-6.	Vols. issued in the Fifth Year. 1856-7.	Vols. issued in the Sixth Year. 1857-8.	Aggregate Issues for the Six Years.
I. Theology	1,184	1,348	1,394	2,153	2,218	3,395	11,692
II. Philosophy.....	1,569	1,417	1,382	970	1,453	1,751	8,542
III. History	22,864	20,538	18,867	17,310	21,384	24,642	125,605
IV. Politics	2,328	2,395	3,609	6,609	25,654	32,133	72,728
V. Sciences and Arts.....	8,618	8,578	9,279	10,427	9,364	10,922	57,188
VI. Literature & Polygraphy	24,517	30,302	31,730	33,301	41,918	49,929	211,697
Total	61,080	64,578	66,261	70,770	101,991	122,772	487,452

The daily average issue from the Reference Department for the year is about 415 volumes; for the year preceding it was 343 volumes. This large increase is again attributable, in a considerable degree, to the still growing demand for the Specifications of Patents, to which there have been 6,960 references in excess of the number for 1856-57. There has also been, as is apparent, a large increase in the issues of the other classes.

Specifications of Patents.

The total number of Specifications of Patents received from Her Majesty's Commissioners to the 5th September last is 28,079. The bound Specifications now amount to 1,160 volumes. There is a considerable and increasing number of unbound Specifications.

TABLE VIII.

Specifications of Patents. Subjects referred to and Number of References for the Years ending Sept. 5th, 1858, and 1857, respectively.

Subjects Referred to.	No. of References.	
	1858.	1857.
Textile Fabrics, and Processes connected therewith	6,261	1,639
Steam and Steam Engines	3,169	728
Oleaginous Substances	2,466	1,429
Smoke Prevention	1,378	206
Building Materials and Processes	1,326	941
Railways and Railway Rolling Stock	1,295	2,185
Metals and Metallic Substances	1,061	2,197
Tools for Mechanical Purposes	839	64
Bearings, Wheels, &c.	748	363
Gas Manufacture	718	264
Paper Making	686	1,190
Sewing Machines	626	578
Hoisting Machines	602	158
Motive and Power Propulsion	437	1,243
Engraving and Printing	420	1,069
Grinding, &c.	384	...
Chemical Compositions	355	...
Clocks and Watches	340	...
Water and other Fluids, Conducting and Filtering	326	1,462
Soap Manufacture	320	97
Light and Lighting	286	...
Dyeing and Colouring	260	257
Measuring and Numbering	258	490
India Rubber and Gutta Percha	258	449
Tanning and Currying	250	250
Agriculture	242	622
Metals, Cutting and Working	202	...
Glass	192	...
Prevention of Accidents	187	276
Cutting and Working Wood	176	...
Brewing and Distilling	152	286
Shipbuilding and Navigation	126	...
Musical Instruments	120	100
Telegraphs and Signals	120	503
Preserving and Cooking	120	...
Nails and Screws	119	195
Packing and Pressing	116	...
Tar, Pitch, and Resin	113	48
Paint and Painting	109	...
Trunks, Boxes, Bags, &c.	101	65
Locks and Keys, &c.	100	184
Carried forward	27,364	19,538

TABLE VIII.—*(Continued.)*

SUBJECTS REFERRED TO.	No. of References. 1858.	1857.
Brought forward	27,364	19,538
ELECTRICITY and GALVANISM	98	...
STONE WORKING	78	...
EMBOSSING, GILDING, &c.	76	53
PAVING and ROAD-MAKING	50	...
WORKING of PEARL, IVORY, BONE, &c.	47	...
ALARUMS, SNARES, &c.	38	...
REFRIGERATING and COOKING	26	...
BRUSHMAKING, &c.	24	...
BOOTS, SHOES, CLOGS, &c.	...	256
COACHES and other ROAD CONVEYANCES	...	160
ADHESIVE SUBSTANCES	...	141
VENTILATION	...	120
WEARING APPAREL	...	100
SUNDRIES, under various other Classes	36	509
	27,837	20,877

II.—THE LENDING LIBRARY, CAMP FIELD.

The number of volumes, under their several classes, belonging to this department, is stated in the second column of Table I., page 3. The aggregate issues from this department for each year since the Library was opened, down to the Sixth, or last, inclusive, are stated in the second column of Table IV., page 4. The annexed Table shows the numbers and classes respectively of the books issued for the year.

TABLE IX.

CLASSIFICATION OF THE ISSUES FROM THE CHIEF LENDING LIBRARY FOR THE YEAR ENDING SEPTEMBER 5TH, 1858.

Sixth Year, 1857-58.							
MONTH.	I. THEOL.	II. PHILOS.	III. HISTORY	IV. POLITICS	V. SCIENCES and ARTS.	VI. LITERATURE and POLYGRA.	Aggregate Issues.
[1857.]							
September 6—30..	62	21	1,317	38	302	4,996	6,736
October	111	44	2,082	71	423	7,239	9,970
November	121	39	1,726	68	310	6,143	8,407
December	162	35	2,292	87	411	7,876	10,863
[1858.]							
January	135	37	2,254	95	413	8,096	11,030
February	61	45	1,620	59	374	5,231	7,390
March	71	67	1,937	90	499	7,090	9,754
April	56	48	1,388	58	318	5,299	7,167
May	50	40	1,066	44	276	4,374	5,850
June	45	37	1,074	41	329	4,970	6,496
July	56	46	1,217	47	345	5,538	7,249
August	36	26	803	37	210	4,207	5,319
September 1—5...	22	14	320	16	86	1,562	2,020
	988	499	19,096	751	4,296	72,621	98,251

The daily average issue for the year from the Lending Department is about 332 volumes.

TABLE X.

Summary of Admissions to the Lending Department, Chief and Branch Libraries.

YEAR.	Number of Persons admitted to Loan of Books.	Number of Persons whose Admission has been cancelled by withdrawal of their Guarantees, or for infringement of the Rules.
First Year	4,841	63
Second "	2,163	72
Third "	2,057	76
Fourth "	2,047	140
Fifth "	2,376	148
Sixth "	1,808	163*
Total, Chief Library	15,292	662
Branches.—First Year:		
Hulme	2,608	65
Ancoats	2,284	25
Total number admitted to borrow Books	20,184	752

* Of this number 144 have forfeited their privilege by not returning their books at the end of the quarters, according to notices given, and 19 have lost their privilege by the express withdrawal of their Guarantees.

TABLE XI.

Sale of Catalogues.

LIBRARY.	No. Sold.	Amount Taken.		
	Copies.	£.	s.	d.
Chief Library, Lending Department				
Complete Catalogues	222	8	6	6
Sections of the Catalogue	152	1	3	8½
Hulme Branch Library, at 4d.	1,175	18	11	8
Ancoats and Ardwick Branch Library, at 4d.	809	13	9	8
Total number of Catalogues sold, and for what aggregate amount	2,358	41	11	6½

The total number of complete copies of the Catalogue of the Lending Department of the Chief Library sold since its publication to September 5th last, is 1,749, with an aggregate of 2,093 copies of Sections of the Catalogue. The amount received for these Catalogues is £83. 18s. 7½d. As is shown in the above Table, 1,984 copies of the Catalogues of the two Branch Libraries have been sold within twelve months, for which the sum of £32. 1s. 4d. has been received.

The Catalogue of the Lending Department of the Chief Library was printed in May, 1854, and since that time the following large additions have been made; it has hence ceased to be an efficient guide to this department of the Library.

Additions to the Lending Department.

Class.		Vols.
I. II.	Theology and Philosophy	121
III.	History, Biography, Voyages, and Travels	1,057
IV.	Politics and Commerce	490
V.	Sciences and Arts	184
VI.	Literature and Polygraphy	1,670
		3,522

Amongst the books thus added are many which replace worn-out or lost books entered in the printed Catalogue, but the greater portion of them are additional works to which the published Catalogue contains no reference.

During the year eight volumes have been lost by borrowers, seven of which have been paid for by the borrowers and one by a guarantor. Eighty-nine volumes have been injured while in the hands of borrowers; in eighty-four cases the compensation for injury has been made by the borrowers, and in one case by a guarantor; in the other four cases compensation has not been recovered in consequence of the death or change of address of borrowers or guarantors.

Newspapers.

The following Newspapers are taken for the news and reading-room connected with the Lending Department of the Chief Library:—

Dailies.—The *Manchester Guardian* and the *Manchester Examiner and Times*, 6 copies each; *The Times*, the *Daily News*, the *Liverpool Mercury*, and the *Liverpool Shipping List.*

Weeklies.—The *Manchester Courier*, *Manchester Weekly Advertiser*, *Manchester Weekly Times*, and *Spectator* (London), one copy each. Mr. Heald has continued to present the *Economist* weekly, and Messrs. G. and R. Holt the *Nonconformist.* A copy weekly has been received regularly from the respective proprietors of the following newspapers:—the *Midland Counties Herald*, the *Statesman*, and the *Inquirer.* The proprietors of the *Alliance* supply 6 copies weekly.

Copies of the following papers are also forwarded, more or less regularly, by their respective proprietors:—the *Hull Packet*, the *Newcastle-upon-Tyne Daily Chronicle*, the *Newcastle Guardian*, the *Free Press*, the *Colliery Guardian*, the *Blackburn Weekly Times*, the *Stockton and Hartlepool Mercury*, the *Cottage Gardener*, the *Herald of Peace*, *Knight's Official Gazette.* As also of the *Montreal Gazette*, the *Toronto Globe*, the *Spiritual Age* (Boston, U. S.), the *Cape and Natal News*, and the *Graham's Town Journal.* Dr. J. W. Hudson has continued to present the *United States Gazette.* The *British Workman*, and the *Band of Hope Review*, two copies each, continue to be presented anonymously.

The grateful acknowledgments of the Committee are due to these donors of newspapers, aud especially to the proprietors of the Manchester daily and weekly papers, for their continued and liberal contributions of copies of their respective journals.

III.—THE BRANCH LIBRARIES.

A.—HULME BRANCH.

For the number of volumes at this Branch, see TABLE I., *column* 3, *p.* 3.

CLASSIFICATION OF THE ISSUES FROM THE HULME BRANCH LIBRARY, OPENED NOVEMBER 23RD, 1857 (FOR 233 DAYS).

First Year (part of) November 23rd, 1857, to September 5th, 1858.							
MONTH.	Class I. THEOL.	Class II. PHILOS.	Class III. HISTORY.	Class IV. POLITICS.	Class V. SCIENCES and ARTS.	Class VI. LITERATURE and POLYGRAPHY	TOTAL.
1857.							
Nov. 23 to Dec. 31	29	66	1,380	22	375	4,896	6,768
1858.							
January	51	44	1,758	34	399	4,177	6,463
February	52	48	1,544	23	345	3,942	5,954
March	42	31	1,397	23	295	3,522	5,310
April	37	25	962	20	204	3,554	4,802
May	36	25	1,025	10	222	4,070	5,388
June	28	22	768	5	140	3,163	4,126
July	35	17	1,053	12	204	3,989	5,310
August	39	23	1,215	13	205	3,650	5,145
September 1—5...	8	4	183	2	22	644	863
	357	305	11,285	164	2,411	35,607	50,129

The average daily issue at the Hulme Branch, according to the above Table, is 215 volumes. Taking the average number of volumes available for the service of readers at 3,500, each volume has been issued above 14 times since the Library opened.

The reading-room at the Hulme Branch is supplied with the following newspapers, journals, &c. Dailies:—*Manchester Guardian* and *Manchester Examiner and Times*, 4 copies each daily; *The Times* and *Morning Star*. Weeklies and others:—*Manchester Courier*, *Manchester Advertiser*, *Manchester Weekly Times*, the *Illustrated Times*, the *Liverpool Mercury*, the *Nonconformist*, (by gift) *Chambers' Journal*, *Cassell's Paper*, *Household Words*, &c.

The acknowledgments of the Committee are due to Mr. William Dixon, who has presented the *Nonconformist* newspaper weekly; to Mr. G. S. Knowles for copies of Australian papers, and to other occasional contributors of newspapers and other publications; and also to Mr. John Warren, Mr. T. F. Kerr, and others, for contributions of books to the Hulme Branch Library.

The daily average of visitors to the reading-room is about 340. The average number entering each morning from the opening at half-past eight to ten o'clock, is 45. The lowest average in the day is from twelve to one, when only about 15 persons enter; from six o'clock to seven the number entering is about 29; from seven to eight, about 47, and from eight to nine, about 40.

The number of persons admitted to borrow books from the Hulme Branch has been 2,608. The number of copies of the Catalogue of the Lending Library sold is 1,175, for which £18. 11s. 8d. has been received.

Subjoined are similar returns respecting the other Branch Library.

B.—ANCOATS AND ARDWICK BRANCH.

For the number of volumes at this Branch, see TABLE I., *column* 4, *p.* 3.

CLASSIFICATION OF THE ISSUES FROM THE ANCOATS AND ARDWICK BRANCH LIBRARY, OPENED DECEMBER 7TH, 1857 (FOR 225 DAYS).

First Year (part of) December 7th, 1857, to September 5th, 1858.						
MONTH.	Classes I. II. THEOLOGY and PHILOSOPHY.	Class III. HISTORY.	Class IV. POLITICS.	Class V. SCIENCES and ARTS.	Class VI. LITERATURE and POLYGRAPHY	TOTAL.
1857.						
December 7—31 ..	51	914	21	217	2,128	3,331
1858.						
January	85	1,385	29	362	3,469	5,330
February	77	1,359	38	375	3,076	4,916
March.....	92	1,444	34	403	3,403	5,376
April	57	980	26	201	2,479	3,743
May	57	797	36	205	2,777	3,872
June	65	704	25	217	2,950	3,961
July	38	630	16	199	2,479	3,362
August	55	710	23	214	2,642	3,644
September 1—5...	7	114	2	30	370	523
	584	9,028	250	2,423	25,773	38,058

The average daily issue at the Ancoats and Ardwick Branch is 169 volumes. Taking the average number of available volumes in this branch at 3,500, each volume has been issued since the opening about 11 times.

The reading-room at the Ancoats Branch is supplied with four copies each daily of the *Manchester Guardian* and the *Examiner and Times;* two copies each of the *Manchester Courier, Advertiser,* and the *Weekly Times; The Times* (daily), the *Liverpool Mercury, Household Words, Chambers' Journal,* the *Leisure Hour,* the *British Workman,* &c.

An average of about 36 persons enter the Ancoats reading-room from half-past eight to ten each day. The entries per hour range from about 25 to 38; the daily average of persons entering the room being about 380.

The number of persons admitted to borrow books from the Ancoats Branch Library, to September 5th last, was 2,284, for the 225 days it had been open. The number of Catalogues sold for the same period was 809, and the produce of such sale £13. 9s. 8d.

C.—ROCHDALE ROAD BRANCH.

The Committee regret that in consequence of unforeseen difficulties in obtaining possession of the land selected, no progress has yet been made towards the erection of this Branch Library. In the course of a few weeks, however, it is believed that the legal obstacles referred to will be removed by effluxion of time, and your Committee will then proceed with all practicable expedition to carry out the instructions of the Council in providing a Library for this densely-peopled district.

DONATIONS.

The following Donations have been received from January 1st to September 5th, 1858:—

(1) From Mr. Harrison, Newmarket Chambers, Strutt-street:—
Various Biographical and Miscellaneous books, 82 vols. in all, selected for the Branch Libraries at Hulme and Ancoats.

(2) From the Watch Committee:—
Novels, Romances, &c., formerly the "Police Library," at the Town Hall, amounting to 1,160 vols. (imperfect books and odd vols. included.)

(3) From the Mayor of Boston, Massachusetts:—
Report of Proceedings at the Inauguration of the Franklin Statue, in the City of Boston. 1857. (Roy. 8vo.)

(4) From Lord Overstone:—
Select Tracts on Paper Currency. 1857. (8vo.)

(5) From Mr. Brittliff, Knutsford, Cheshire:—
The Lord's Dealings with George Müller. 2 vols. (12mo.)

(6) From Professor Christie, M.A., Owen's College:—
Mills on Currency, &c. (8vo.)

(7) From the Author:—
Voices for Progress. By T. F. Kerr. Manch. 1852. (12mo.) For Hulme Branch, 2 *copies.*

(8) From the Alliance for the Suppression of the Liquor Traffic:—
An Argument for the Legislative Prohibition of the Liquor Traffic. By F. R. Lees. 1857. (12mo. 2 *copies.*)

(9) From John Harland, Esq., *Guardian* Office:—
Books and Tracts, chiefly local. (20 in number.)
Photographic Fac-simile of Grelles' Charter to his Burgesses of Manchester.

(10) From Dr. Abraham Hume, Liverpool:—
Papers relating to the Free Library of Liverpool. 1857. (8vo.)

(11) From the Author, West Derby-road, Liverpool:—
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By order of the Committee,

R. W. SMILES,

PRINCIPAL LIBRARIAN.

Manchester, January 9th, 1859.

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RULES AND REGULATIONS.

I.—The Librarian shall have the general charge of the Libraries, and shall be responsible for the safe keeping of the books, and of all other property belonging thereto.

II.—The Library of Reference shall be open to the Public gratuitously every day,—Sundays, Christmas Day, New Year's Day, and Good Friday excepted, and for three days at each stated quarterly period for examination of the books and cleaning the premises,—from the hour of Ten in the morning to Nine in the evening; and the Lending Library from the hour of Twelve at noon to the hour of Nine in the evening, daily.

III.—Every person, on entering the Library of Reference, or the Lending Library, shall write, or cause to be written, his or her name and address, in a book to be provided in each room for that purpose; and it shall be the duty of the person in charge of each department respectively, to see that this regulation is invariably complied with; and such signature shall be taken and considered to be an assent to these Rules and Regulations; and without it, no person shall be allowed to obtain any book.

IV.—No person shall be admitted who is intoxicated, or in an uncleanly condition; nor shall any audible conversation be permitted in either of the Libraries; nor shall any person be allowed to partake of refreshments therein;—and any person who shall offend against these regulations, or shall be guilty of any other misconduct, shall not be allowed to remain within the building.

V.—No person shall be allowed to pass within the enclosure in the Lending Library, or to take any book from the shelves of the Reference Library, except by permission of the Librarian; and no book or other article shall be taken out of the Reference Library.

VI.—Two or more Catalogues shall always be kept in the Reference Library for the use of the readers. Each reader shall sign a receipt for every book delivered to him, and shall, before leaving the room, return such book or books into the hands of the Librarian, or of his assistant.

VII.—Two or more Catalogues shall also be provided for the use of the public in the Chief Lending Library, and one Catalogue at each of the Branch Libraries; but no person shall be allowed to borrow a book from the Library without first obtaining the signatures and addresses of two ratepayers whose names appear either on the city roll of Manchester, or on the burgess roll of Salford, to the following voucher:—

"*We, A—— B——, of in the ward of —— and C—— D——, of in the ward of—— declare that we believe E—— F——, of in the to be a person to whom books may safely be entrusted for perusal; and we hereby undertake to replace any book belonging to the* Corporation of Manchester *which shall be lost or materially injured by the said E—— F——.*

(Signed) _____

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"*Dated this day of* 18 ."

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XI.—All books borrowed from the Lending Departments of the Chief and Branch Libraries must be returned, irrespective of the time allowed for reading, at the respective quarterly dates specified on the printed labels at the beginning of each book. Borrowers neglecting to comply with this regulation shall risk the forfeiture of their privilege of borrowing books.

XII.—The Librarian shall have power to refuse books to any reader or borrower who shall neglect to comply with the rules and regulations of the Library; but any person so refused shall have liberty to appeal to the Library Committee.

XIII.—No person under the age of fourteen years shall be admitted to the Reference Library.

By order,

R. W. SMILES,

Principal Librarian.

Cave & Sever, Printers, Palatine Buildings, Hunt's Bank, Manchester.